



1500-08 BX 15

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 12-20-78	1. Agency Address Georgia Ports Authority Operations Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-24	
Application Number 42		Date Received DEC 22 1978	Date Completed MAR 14 1979
2. Person to Contact Ellis Dowd		Working Title Assistant Director	Telephone Number 964-1721, # 247
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1953		5. Records Series Title (followed by title used in office; if different) Tonnage and Commodity Reports	
Latest TO DATE			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal, and Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.</p> <p>The Assistant Director of Operations assists the Director of Operations in planning and directing all Operations' activities.</p>			
7. Record Series Description Documents relating to:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Monthly reports of tonnages and commodities through the G.P.A.	
Included are:		Garden City Terminal, Ocean Terminal (and Lash Facility), Bulk Facility, Container Central, Brunswick State Docks, Augusta, Bainbridge & Columbus Barge Terminals.	
File is arranged:		Chronologically, current report on top.	
8. Monthly Reference Rate One to six months old 20		How often are records referred to which are: Seven to twelve months old 4; Thirteen to twenty-four months old 2; twenty-five months and older on request	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers 1/2; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? yes for Commodities If not, where is it? no for tonnages - Director of Operations
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long Term research value only.
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Published in portion only.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Recap.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Director of Operations' Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	7 _____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 _____ year(s); then
- ☒ Transfer to local holding area, hold 4 _____ year(s); then dead storage area
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Transferred to dead storage rather than local holding area due to this being a vital record to be maintained in fire proof vault in warehouse.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>Carol Thompson / J.E. Doran</i>	12-19-78

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

	State Records Committee (Signature)	Date
State Auditor/Designee	<i>[Signature]</i>	3-13-79
Secretary of State/Designee	<i>Carroll Hart</i>	3-12-79
Attorney General/Designee	<i>[Signature]</i>	3-13-79